

SECTION I Governance

3. Tucker Free Library Bill Paying Policy

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Approved by Board of Trustees, 12/11/2018

- A. Bills arrive at the Tucker Free Library, either hard copies through mail or digital copies through email.
- B. Library director receives the bill, approves payment of the expense, assigns a budget category for the expenditure.
- C. The library director adds the payment information to the Treasurer's Monthly Bill Manifest.
- D. If the bill is for an operational expense, then the bookkeeper pays the bill using ONLINE Banking.
- E. If the bill involves payment to a staff member or trustee, then the bookkeeper shall prepare a check that the treasurer must sign.
- F. Trustees will review and approve the monthly payment manifest as part of the treasurer's discussion of the monthly income/expenditure report.